



APPLICATION TEMPORARY USE POLICY

Please complete this application and submit it to:

City of Savannah
Citizen Office
8 East Bay Street
P.O. Box 1027
Savannah, Georgia 31402
912-351-6527 (office)

Date: _____

Please place an "X" in the appropriate space to indicate what type of use you are applying for.

Use Type	New*	Renewal**
Sidewalk Cafe		
Stanchions		
Planters		
Benches		

**Renewal: A renewal application must be submitted by March 1, 2015 to be approved.

Business Information

Name of Business: _____

Specify Business Tax Categorization: _____

Address of Business: _____

Telephone Number of Business: _____

Is your business women or minority owned? Yes ☐ No ☐

Applicant Information

Applicant Name: _____



Applicant Street Address:

Applicant Telephone Number:

Applicant E-Mail Address:

Emergency Contact Information

Please list the name of a person who the City can notify or contact at any time concerning the applicant's requested temporary use. (Example: Restaurant Manager)

Name:

Street Address:

Telephone Number:

E-Mail Address:

SIDEWALK FURNITURE, Planters, or Stanchion Information

Please indicate the business's hours of operation.

Monday thru Friday _____

Saturday _____

Sunday _____

If applicable, how many benches and/or planters will be placed on the City right-of-way?

Does your business serve alcohol? ☐ Yes ☐ No



If yes, refer to Section VI., B) 4 and 5. OUTSIDE TABLE SERVICE STANDARDS of the manual.

How many tables are you proposing as part of your sidewalk cafe? _____

How many chairs are you proposing as part of your sidewalk café? _____

Attachments

Please submit the following information with the application

- **Site Plan:** A scaled drawing must be submitted with the application which indicates how the furniture, planters, or stanchions will be set up on the right-of-way. Please include the dimensions of the public right-of-way, the proposed layout of the furniture, planters, or stanchions including the number and placement of furniture, relationship of the proposed use to the curb, obstacles, planters, tree lawns, fire hydrants, existing building and buildings on either side.
- **Photos of Furniture, Planters, Umbrellas and/or Stanchions:** Photos of the items being used on the public right-of-way need to be included with the application. The photos must clearly show the color, design and material the furniture, planters, umbrellas and/or stanchions are made from.
- **Proof of 2015 Business Tax Certificate:** A copy of your City of Savannah business tax certificate.
- **Proof of Insurance:** General liability insurance in the amount of \$100,000 per person and \$200,000 per occurrence is required. The business's insurance policy must be made out to the "Mayor and Aldermen of the City of Savannah" and should name the "The Mayor and Aldermen of the City of Savannah" as an additional insured.
- **Application Fee:** An application fee of \$50.00 must be included with the application. Payment should be made in check or money order made payable to the City of Savannah.



By signing below, I agree that I:

Have read and accept the terms of the City of Savannah's Temporary Use Policy,

Have been issued the permit and are not allowed to transfer said permit to another;
and

Have the responsibility of providing proof of indemnification of the City of Savannah and notifying the City and ceasing the operation of the sidewalk if liability insurance expires, is canceled, or transferred.

Signature of Applicant

Date

Approvals	Notes
Approved by	
Approval date	
Number of Tables	
Number of Chairs	
Number of Benches	
Number of Planters	
Date of Site Visit	
Other	